

# LOUISIANA TECHNOLOGY INNOVATION FUND

*Revised 8/4/2003*

## PROPOSAL FORMAT

The proposal should clearly define a problem or set of problems or needs that will be addressed through the application of the proposed information technology. It is important that a convincing case be made that what is being proposed is both reasonable and achievable. **All format sections must be completed in order to receive consideration.** The proposal should be succinct and clear. Do not assume that the people reviewing it know any information about your organization, your project, or the users you are trying to impact. A good strategy is to let someone who is not familiar with the project—someone that understands information technology and IT infrastructures—read and critique the proposal before it is submitted.

### I PROJECT TITLE

### II PROJECT LEADER

Name, Agency, Mailing Address, Voice Phone Number, FAX Number, Internet Email Address.

### III EXECUTIVE SUMMARY

Provide a concise, one-fourth (¼) page Executive Summary, **not to exceed 100 words**. The Executive Summary should introduce the reader to the project: it should be brief, factual, and focused on the proposed efforts. The Executive Summary should contain the following:

- Indicate the sponsoring department/agency and collaborative partners involved
- Concisely explain the intended purpose of the project and the users being served
- Briefly state the technology being applied
- Indicate the amount of funds requested
- Estimate the planned operational date

A suggested opening sentence could begin with, “The Department of [*department name*] in partnership with [other departments involved] is submitting this request for a project intended to provide...”.

### IV DESCRIPTION OF THE PROJECT

#### A. Project Narrative (limit to 2 pages)

The purpose of the project narrative section is to define the project, explain the agency’s ideas and why the proposed project is important and will make a real difference. It should briefly cover the core aspects of the project. In doing so, the request should address the following questions:

- What are the goals of the project?
- What are the anticipated outcomes?
- How will the proposed solution make a difference?
- How many sites are there and where are they located?
- Who are the users to be served?
- What organizations are participating as project partners?
- What technologies are to be employed?
- What will the users do with the technology?

**B. Use of Innovative Technology (1 page, up to 300 words)**

Highlight the aspects of the project and the system it proposes that are unusual or innovative. Innovations can take many forms, such as the use of an untested technology that extends end-user capabilities; an imaginative partnership or organizational model; new applications of proven technologies; or a creative strategy for overcoming traditional barriers to improving public services. A useful approach to establish the innovativeness is to place the application in a larger context (e.g., state or national) by comparing and contrasting your project to other efforts or projects in this field. Simply stating that a particular approach has not been used in your agency before or in Louisiana government is not sufficient.

**C. Multi-agency Application or Portability to Other Agencies (1 page, up to 300 words)**

Indicate if/how other agencies or organizations are participating or how the project can be ported to other entities. Agencies are encouraged to submit proposals that involve a multi-agency partnership.

**D. Benchmarking Partners and/or Best Practice References (if applicable) (1 page, up to 300 words)**

Indicate successful implementations of the proposed project by other organizations and/or states. Explain how these implementations are similar/dissimilar to what is proposed. Provide specific references, including a point of contact.

**E. Long-range Planning (Up to 100 words)**

Explain how the proposed project fits into the agency's long range planning and its technical direction.

**F. Performance Goal**

Describe how the proposed project will measure its success by providing the performance goals that can be monitored and reported once the system becomes operational. The performance goals should be stated in terms of the performance indicators which will be used to measure the success and/or the expected outcomes of the proposed project. Performance indicators consist of two parts: indicator name and indicator value. Indicator values should be estimated for the three fiscal years following implementation.

**G. Technical Approach (Limit to 3 pages)**

The purpose of this section is to show how the project will be implemented by discussing the following issues:

*1. Technical description.* Describe in detail the technology that will be involved with the project, the rationale in selecting this particular technology, and how the various components will be organized. This section should be specific and concrete so there can be no confusion as to what the technology being proposed will do and how it will work. It is recommended that a diagram or other illustration depicting the overall design, network topology, or major process/system flow be included.

This should not only include detail on how the proposed technical system will work, but also: (1) how it would operate with other systems, (2) how it can grow to accommodate additional users, (3) the technological alternative(s) that have been considered and why the chosen approach is superior to others, and (4) the plans for maintaining or upgrading the system.

2. *Interoperability.* Describe as concretely as possible how the system will, or could, work with other relevant networks or services. In addition, if a proprietary, “closed” solution will be used, when standards-based solutions are available, provide justification.

3. *Scalability.* Discuss how the system can accommodate growth beyond the scale defined for the initial implementation period. This growth could be an increase in the number of users, a growth in the geographic area to be served, or a growth in the services that would be offered with the system (i.e., discuss the capability to add services beyond those initially provided).

4. *Maintaining the System.* Discuss plans for maintaining the proposed system and for upgrading the technology (if applicable) or capacity to exploit new opportunities made possible by advances in technology.

#### **H. Implementation Approach (Limit to 2 pages)**

Describe the implementation approach, including an implementation schedule and timeline that identifies major project phases, tasks, and milestones that allows enough time for the project to be developed and implemented. Also, indicate whether a pilot or a prototype is planned, and if so, how will the full implementation be accomplished.

#### **I. Assessment of Risks (1 page, up to 300 words)**

Explain whether the major project risks have been taken into account (e.g., obsolescence, external influences, staffing, scheduling, complexity, support, and deployment). What are the inherent limitations of the project?

#### **J. Integration with Existing Technologies (1 page, up to 300 words)**

Describe how the proposal will build upon and use existing resources and infrastructures to the greatest degree possible. If this is not the case, explain why extraordinary circumstances require developing and/or using other facilities and services.

#### **K. Project Budget and Costs**

Fully explain and describe each item in the project budget. Funds can only be used for the procurement of information technology systems and services or the procurement of telecommunications systems and services. This includes the acquisition of data processing and telecommunications related equipment, software, services, and professional and/or contract services. Generally, funds related to other items such as: advertising and promotions, personal services (including supplemental employee pay such as overtime or premium pay), lease or acquisition of facilities, lease or acquisition of office equipment or office supplies (copiers, FAX, PBX, furniture) will not be approved.

The project budget must be reasonable for the tasks proposed and the relationship of items in the project budget must be clearly defined and communicated. Identified project costs must be included in one of the following cost categories:

1. *Equipment.* Equipment will typically include computer and telecommunications hardware (e.g., computers, modems, routers, video teleconferencing systems, etc.) Enter cost for purchased, leased, and financed acquisition for IT hardware including maintenance. List items such as floppy disks and other recordable media under “Other.” Each major equipment item (or set of items) should be described and justified. See example, below.

<b>EQUIPMENT</b> (EXAMPLE)
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Personal Computer. One (1) personal computer will be installed at each of 12 sites for public access to the network. Each computer will be equipped with a modem and will cost \$2,000.

Network Server. A GreatServer 2001 network server will be located at department headquarters. The server will be the repository of the local information files and will manage the electronic mail communication among the sites. The server will be configured with a 5GB hard drive, 64 MB of RAM and will have a magnetic tape for backup purposes. Cost: \$14,498.

Network Router. A network router will be located a department headquarters. The router will manage communication with the external network and be the point of interface with LaNet. Cost: \$3,500

Cost Summary:

<u>Item</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total</u>
Personal Computers	12	\$ 2,000	\$24,000
Network Server	1	\$14,498	\$14,498
Network Router	1	\$3,500	\$3,500
<b>Total</b>			<b>\$41,998</b>

2. *Software.* Include costs for acquiring, licensing, and maintenance of software; includes vendor provided installation and training costs which may be bundled with the software. Each major software item (or set of items) should be described and justified (see example).

**SOFTWARE (EXAMPLE)**

Oracle Application Server. Includes fees for license, installation, and one-year maintenance for Oracle Application Server software to function as the WWW entry point for queries against the department MIS database. Cost \$885 ea.

Oracle Express Analyzer. The Oracle Express Analyzer will be used as the client end-user tool for accessing the MIS database. Cost: \$600 for single license, installation, and one-year support.

Oracle Web Developer Suite. The Oracle Web Developer Suite will be used as the developer tool for implementing Web access capabilities for the department MIS. Cost \$8000 for single license, installation, and one year support.

Cost Summary:

<u>Item</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total</u>
Oracle Application Server	3	\$ 885	\$2,655
Oracle Express Analyzer	50	\$600	\$30,000
Oracle Web Dev. Suite.	5	\$8,000	\$40,000
<b>Total</b>			<b>\$72,655</b>

3. *Telecommunications.* Include costs for all data lines and circuit and any equipment bundled with the circuit cost (LaNet, Lease Line, Microwave, ISDN switched). Each major telecommunications item (or set of items) should be described and justified (see Equipment example).

**TELECOMMUNICATIONS (EXAMPLE)**

Leased T-1 Circuit. Each of the five sites will require a leased T-1 service to connect to an Internet service provider. LaNet will be used. Cost per circuit is \$1500/mo. per circuit. Request is to fund the circuits for 12 months. So requested cost is \$18,000 per circuit.

Cost Summary:

<u>Item</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total</u>
T-1 Data Circuit	5	\$18,000/12mos.	\$90,000
<b>Total</b>			<b>\$90,000</b>

4. *Professional/Contracted Services.* Include costs for all professional and contracted services. Each professional services/contractual services item (or set of items) should be described and justified (see example).

<b>PROFESSIONAL SERVICES (EXAMPLE)</b>			
<u>Systems Development Contract.</u> Professional services will be required to design, program, and implement the proposed Patient Care System. It is estimated that 1,500 hours of consulting services at \$120/hr will be required.			
Cost Summary:			
<u>Item</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total</u>
Professional Services	1,500	\$120/hr	\$180,000
<b>Total</b>			<b>\$180,000</b>

5. *Other.* Include the cost for items not included above. Major cost items (or set of items) should be described and justified (see example).

<b>OTHER COSTS (EXAMPLE)</b>			
<u>Smart Cards.</u> During the first phase of the project approximately 15,000 cash cards will be required to enable users to purchase department sponsored services at approved retail outlets.			
Cost Summary:			
<u>Item</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total</u>
Smart Cards	15,000	\$3	\$45,000
<b>Total</b>			<b>\$45,000</b>

## V FUNDING REQUESTED

Identify the total amount to be funded by the Louisiana Technology Innovation Fund. Identify and explain other sources, including agency matching funds, federal funds, or other funding, if available. Break down requested funding by category as defined above.

<b>FUNDING REQUESTED (EXAMPLE)</b>			
Other Sources: The agency will fund the \$80,000 in data communications line charges and will obtain federal funding for the \$75,000 in equipment.			
<u>Funding Category</u>	<u>Total Cost</u>	<u>Other Sources</u>	<u>Funding Requested</u>
Equipment	\$145,000	\$75,000	\$70,000
Software	85,000	0	85,000
Telecommunications	80,000	80,000	0
Professional Services	240,000	0	240,000
Other	45,000	0	45,000
<b>Total</b>	<b>\$695,000</b>	<b>\$155,000</b>	<b>\$440,000</b>

## VI COST/BENEFIT ANALYSIS

Provide a cost/benefit analysis including a fiscal note clarifying all on-going or recurring operational costs for three (3) years outlining costs and cost savings (see sample format in Attachment I as a guide).

## VII SIGNED STANDARD FORM

All standard proposal forms must be submitted along with a cover letter signed by the Secretary, Undersecretary (or their equivalents) and the Project Manager.

**ATTACHMENTS (Optional, limit to 2 pages)**

Includes supplemental information that may enhance or illustrate concepts presented in the body of the proposal.

**PAGE 1**

MEANS OF FINANCING FOR ABOVE EXPENDITURES					
<u>FISCAL YEAR</u>	<u>STATE GEN. FUND</u>	<u>AGENCY SELF GENERATED</u>	<u>RESTRICTED/ OTHER (specify)</u>	<u>FEDERAL FUNDS</u>	<u>LOCAL FUNDS</u>
2003-04					
2004-05					
2005-06					

1) **Implementation Costs**

2) **Source of Funds (Include any alternative sources that may be available)**

☐ **See Continuation Sheet**

**ATTACHMENT I - SAMPLE FISCAL NOTE**  
**(Use as a Guide)**

**PAGE 2**

Revenue Increase Decrease)					
<u>FISCAL</u> <u>YEAR</u>	<u>STATE GEN.</u> <u>FUND</u>	<u>AGENCY SELF</u> <u>GENERATED</u>	<u>RESTRICTED/</u> <u>OTHER (specify)</u>	<u>FEDERAL</u> <u>FUNDS</u>	<u>LOCAL</u> <u>FUNDS</u>
2003-04					
2004-05					
2005-06					

**Narrative Explanation of Revenue Impact**

State all assumptions and show all calculations. If there is no fiscal impact, clearly and completely explain why.

☐ See Continuation Sheet



**ATTACHMENT I - SAMPLE FISCAL NOTE  
(Use as a Guide)**

**PAGE 3**

**CONTINUATION SHEET**

**EXPLANATION OF ESTIMATE:**

**EXPENDITURES: (Continued)**

State all assumptions and show all calculations. If there is no fiscal impact, clearly and completely explain why.

**REVENUES: (Continued)**

State all assumptions and show all calculations. If there is no fiscal impact, clearly and completely explain why.

☐ See Continuation Sheet